

TRANSITIONAL LIVING PROGRAM (TLP) SCATTERED SITE APARTMENT CHECKLIST INSTRUCTIONS

PURPOSE

To document that the Transitional Living Program (TLP) youth's scattered site apartment meets pertinent physical and contractual requirements as set forth in section 4 of the TLP Contract.

NUMBER OF COPIES AND DISTRIBUTION

The CS-TLP-2 Checklist is a single sheet form that is to be completed by the case manager/service worker at the time the youth moves into a scattered site apartment. A new CS-TLP-2 should be completed every 6 months or anytime a youth changes residences. The form is then filed in the youth's case record.

INSTRUCTIONS FOR COMPLETION

Prior to moving into a scattered site apartment through TLP, the case manager/service worker should view the apartment and determine that it meets the standard requirements as listed on the CS-TLP-2. If the apartment does not meet required standards, the youth should not be allowed to move into the apartment. Any problems should be brought to the attention of the TLP contractor so any necessary changes can be made. The case manager/service worker shall use the CS-TLP-2 checklist as documentation that the listed requirements are met.

INSTRUCTIONS FOR RETENTION

The single sheet CS-TLP-2 is retained in the case file until the file is destroyed as instructed in policy.

MEMORANDUM HISTORY: CS02-19